

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDCI  
7E12, Hqtrs.

EXTENSION

NO.

DATE

9 JUL 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Attached is the approved SIS  
Sabbatical Policy.

2.

Please note that in accordance  
with the decision reached at the  
18 June EXCOM meeting, the follow-  
ing sentence was deleted from  
paragraph 5:

4.

"An individual on sabbatical  
assignment normally will not  
receive a performance award  
under the SIS program during  
the period of the sabbatical."

5.

6.

7.

Frank C. Carlucci

8.

Distribution:

- 1 - SA, EXCOM Member
- 1 - O/S Career Service
- 1 - Inspector General
- 1 - DOD
- 1 - DDCI
- 1 - EXCOM Staff
- 1 - D/PPPM
- 1 - SIS/SS

9.

10.

OPPPM/SIS/SS

1 Jul 80

11.

12.

13.

14.

15.

~~CONFIDENTIAL~~

Executive Registry

21 MAY 1980

80-4386

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Directors of Personnel Policy, Planning, and Management and Training

SUBJECT: Sabbaticals for Senior Intelligence Service Members

REFERENCES:

- A. CIA Senior Intelligence Service Brochure, dated 1 October 1979
- B. Memo from GC to DDCI dated 28 September 1979; Subject: Statutory Authority for Proposed SIS System (OGC 79-08857)
- C. Memo from Asst. GC to D/PPPM dated 13 February 1980; Subject: Clarification of SIS Sabbatical Service Requirements (OGC 80-01251)

25X1

1. This memorandum proposes for your approval statements of policy and procedures for administering the program of sabbaticals for Senior Intelligence Service (SIS) members.

25X1

2. Definition: A sabbatical is a period of official absence from regular duty status in order to conduct a program of learning, research, work experience or other activity which has been approved by the Agency and which will contribute to an SIS member's development and effectiveness as a substantive expert or executive. A sabbatical may relate to the individual's present job or the mission of his or her organization, or it may relate to preparation for a change of assignment or career field within the Agency. The sabbatical should not be substituted for external training designed to meet specific work requirements, but it should be an integral and planned element of the SIS member's career under the Senior Officer Development Program.

25X1

3. Eligibility: Any member of the SIS may be granted a sabbatical after the completion of five years of service as an SIS or supergrade (GS-16 - 18, SPS, or EP-IV or V) officer. SIS members who are eligible for voluntary retirement are not eligible

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SUBJECT: Sabbaticals for Senior Intelligence Service Members 25X1

for sabbaticals; for this purpose voluntary retirement is defined by the age and service specifications of the Civil Service Retirement System. An SIS member may not spend more than 11 months in sabbatical status during any 10-year period. 25X1

4. Service Requirements: Employees granted sabbaticals will be obligated to enter into a service agreement which requires a minimum of two years' additional service upon completion of the sabbatical. In the event the employee fails to remain in federal service for two years he or she shall be liable--except for good and sufficient reasons as determined by the DCI/DDCI--to the United States Government for payment of all sabbatical expenses including salary. 25X1

5. Entitlements: A sabbatical shall not result in a deduction in (except as specified below) pay, annual or sick leave to which the SIS member is otherwise entitled, or credit for time or service. The recipient may be authorized travel expenses, including per diem allowances, as may be determined to be essential for the sabbatical activity. Any non-Agency compensation received in connection with a sabbatical activity must be returned to the Agency or offset by an equivalent reduction in salary. 25X1

6. Administrative Procedures: The DCI/DDCI will annually set a maximum number of sabbaticals. A sabbatical may be proposed by an individual, an individual's component, or by the DCI/DDCI. The proposal should outline the activity to be conducted during the sabbatical period, the subject matter, the places in which the sabbatical is to be accomplished, and the expected results in terms of contributing to the employee's effectiveness or enhancing CIA's mission capabilities. Individual requests for a sabbatical will be forwarded to the heads of the individual's component and career service for concurrence. Requests will be reviewed and evaluated by the Senior Intelligence Service Advisory Committee and submitted to the DCI/DDCI for approval. 25X1  
25X1

7. Individuals on sabbatical will remain on the Position Control Register of their respective components. Upon completion

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25X1

of a sabbatical individuals will normally be reassigned to their respective component, but may be reassigned to another component under the SIS Senior Officer Development Program.

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Harry E. Fitzwater  
Director of Personnel  
Policy, Planning, and Management

Donald E. Smith  
Director of Training

APPROVED:

STAT

30 MAY 1980

Deputy Director of Central Intelligence

Date

Distribution:

- Orig - Return to D/PPPM
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